

- Traveler Certification. Click on link in e-mail from do-not-reply-FMS@lbl.gov

Subject: Travel exp rpt certification is requested Trip# 000091804 Exp Rpt# 0000141392

From: do-not-reply-FMS@lbl.gov

Date: 12:51 PM

To: KSebek@lbl.gov

Travel exp rpt certification is requested Trip# 000091804 Exp Rpt# 0000141392

Traveler : Day, Katherine A ID: 019237

Arranger : Sebek, Klara

Trip Name : TEST CERT EMAIL

LBNL Trip # : 000091804

Report ID : 0000141392

Total Expenses : \$654.00

Reimbursement : \$654.00

Begin Date : 04/26/2011 End Date: 04/29/2011

First Business Location: DENVER, CO

Business Purpose : Other


Project ID : TRV01

Dept ID : CF

Please click the link below to access the document. This link will only work if you are the receiving this email from the system and the email has not been forwarded.

https://fmsbdevz.lbl.gov:8101/psp/fmsbox/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXPENSE_SHEET.GBL?Page=EX_SHEET_ENTRY&Action=U&SHEET_1

- Sign into TREX with you LDAP user name and password.



User ID:

Password:

- System will navigate directly to Expense Report. On the bottom of page click Certify and Submit.

Employee Expenses:	654.00 USD	Definition of Totals	Due Traveler:	654.00 USD
Non-Reimbursable Expenses:	0.00 USD		Due Corporate Card:	0.00 USD
Lab Paid Expenses:	0.00 USD	Update Totals	Repay Advance/Prepayment:	0.00 USD
Cash Advances Applied:	0.00 USD		Total Due Company:	0.00 USD
Prepayments Applied:	0.00 USD			

[Printable View](#)

Routing	Name	Status	Date
Originator	Sebek, Klara	Submitted	
Division Approver 1	Wuy, Linda D		
Pre-Pay Auditor			

Done

- Click OK

Submit Confirmation

Katherine Day Employee ID: 019237 Report ID: 0000141392

Expense Report Totals			
Employee Expenses:	654.00 USD	Due Employee:	654.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Corporate Card:	0.00 USD
Lab Paid Expenses:	0.00 USD	Repay Advance/Prepayment:	0.00 USD
Cash Advances Applied:	0.00 USD	Due Company:	0.00 USD
Prepayments Applied:	0.00 USD	Definition of Totals	

☒ Click OK to submit, or click Cancel to return to the expense report without submitting.

Note

By clicking the OK button below, I am certifying that:

- * This is an accurate report of travel expenses incurred to accomplish official Laboratory business on the dates indicated.
- * All required receipts have been submitted to the Travel Office.
- * I have not received reimbursement from another source(s) for any expenses claimed.
- * In the event of overpayment or if payment is received from another source(s) for any portion of the expenses claimed, I assume responsibility for repaying the Laboratory in full for those expenses.
- * The expenses being claimed are allowable under Contract 31 and in compliance with LBNL Travel policy.

- Be sure to let the page refresh before closing out of the expense report/browser.

